

Kingdom Trail Association Mini Grant Application

Section 1: Cover Page

Project Title			
Name of Organization			
Name of Contact Person			
Contact Info	Phone:		
	Email/ Website:		
	Address:		
	City:	State:	Zip:
Organization Description			
Summary of Project			
Total Funding Request	\$		

I agree that the information contained in this application is true and correct to the best of my knowledge.

Signature: _____ Date: _____

KTA Use Only
Application Received By: _____ Date/Time Received: _____

Section 2: Project Description

Please describe your proposed project in 1-2 pages, including:

- What will you do and how will you do it?
- What town/s are involved and how is the community engaged in this project?
- How will this project serve a need that is not currently being addressed?
- Does this project demonstrate community support?
- How will this project advance the mission of the Kingdom Trail Association?
- How will this project demonstrate and promote inclusiveness, advance diversity and equity in your organization or community?
- Please share strategy intended to help sustain this project in the future.
- Describe how this project will be evaluated?
 - Will there be key results, findings, and time frame that demonstrate or measure the project's impact?
 - How is the community impacted specifically?

Section 3: Budget

Project Budget must include:

- Budget line items
- Cost breakdown and explanation of budget items
- Other matching funds or in-kind support for budget items
- Funding requested from the Kingdom Trail Association for budget items
- Total project budget
- Use Budget template below

EXAMPLE: KTA Mini Grant Budget				
Project Title: Get Fit in School!				

Budget Item	Cost Breakdown/ Explanation	Match/ In-Kind for this Item	Request from KTA for this Item	Total Per Budget Item
20 Hula Hoop	\$4 each Core workout for students	\$80.00	\$0	\$80.00
20 Yoga Mats	\$15 each Breathing exercises & stretch during school day	\$0	\$300.00	\$300.00
1 Yoga Teacher	\$20 per hour Lead class in yoga exercises	\$20.00	\$0	\$20.00
Totals		Total Match/ In-Kind: \$100.00	Total KTA Request: \$300.00	Total Project Budget: \$400.00

*This is only an example Budget, please provide as much detail as possible.

Section 4: Work Plan

Work Plan must include:

- Time periods
- Goals/ Objectives to implementation of project
- Anticipated outcomes of project
- Use Work Plan template provided below

EXAMPLE: KTA Mini Grant Work Plan
Project Title: Get Fit in School!

Time Period	Goal / Objective	Outcome
October 2019	Order all supplies	Supplies delivered
November 2019	Teacher Trainings	Teachers attend all training classes. Perform 1 practice Get Fit in School class in front of fellow teachers
December 2019	Introduce students to program	Students are aware of program to begin in the new year
January - June 2020	Get Fit in School program runs throughout Spring semester	Kids are more fit and aware of healthy living behaviors

*This is only an example Work Plan, please provide as much detail as possible about your project.

Section 5: Evaluation

An Evaluation Report must be submitted to the Kingdom Trail Association within 1 year of receiving funds. Please write a 1-2 page summary reporting:

- Have all goals & objectives, described in your Project Description and Work Plan, been accomplished fully?
 - Describe and evaluate your outcomes and results, include how the community was impacted specifically.
- Explain any issues that may have occurred and how did you resolve them.
- How have Kingdom Trail's grant funds been used specifically?
- What does the future look like for this project?
- Include any photos/ articles you may have of your finished project.